

TNCompass: 2017-18 District-Level Roles and Permissions

Permissions are granted to access data for the subordinate staff in the assigned district(s) and building(s) only. For example, an evaluation administrator can access teacher data in their district, but cannot access another district's information. Note that this document only contains district-level roles and permissions, and does not outline school-level roles and permissions.

Role Name	Basic Permissions	Available Custom Permissions
<All users>	<ul style="list-style-type: none"> • General features <ul style="list-style-type: none"> ○ View announcements ○ View personal dashboard items ○ View and edit limited personal information ○ View and edit account email and password ○ View help links • Educator profile (if applicable) <ul style="list-style-type: none"> ○ View personal evaluations ○ View personal license data ○ View personal staff assignments and history ○ View personal license transactions <ul style="list-style-type: none"> ▪ Submit a license transaction (depends on existing licenses) ○ TASL (if applicable) ○ CEO (if applicable) 	
District Staff (custom)	<ul style="list-style-type: none"> • Licensure view <ul style="list-style-type: none"> ○ View holds ○ View licenses 	<ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ○ View personnel listing ○ Add/edit email, address, and phone data for a person ○ Add unlicensed staff into TNCompass (to non-educator roles) ○ View staff assignments ○ Add/edit staff assignments for subordinate roles • Data import <ul style="list-style-type: none"> ○ Staff import ○ Growth and achievement selections import ○ Observation import (vendor systems) ○ Evaluation component score import (non state based scores) • Licensure view <ul style="list-style-type: none"> ○ View degrees/majors ○ View EPP completion status ○ View PDPs ○ View experience

		<ul style="list-style-type: none"> ○ View assessments ○ View attachments/transcripts ○ View transactions ● Licensure edit <ul style="list-style-type: none"> ○ Delete PDPs ○ Add licensure attachments ○ Edit licensure attachments ○ Add transaction ○ Submit transaction ○ Add PIN recommendation for transaction ● Evaluation view <ul style="list-style-type: none"> ○ View current year evaluations for staff ○ View historical evaluations for staff ○ Allow view of all observations ○ View administrative edit history for evaluations ● Observation (requires certification) <ul style="list-style-type: none"> ○ Observe teachers ○ Observe leaders ● Evaluation editing (basic) <ul style="list-style-type: none"> ○ Set PYE status ○ Set measure selections and criteria ○ Set component scores (not based on state data) ○ Add evaluation attachments ○ Add evaluation notes ○ PIN evaluation as administrator ● Evaluation editing (intermediate) <ul style="list-style-type: none"> ○ Change the observer in an observation ○ Reopen a PIN-completed observation ○ Delete observation
<p>Evaluation Administrator</p>	<ul style="list-style-type: none"> ● Educator view <ul style="list-style-type: none"> ○ Statewide search (by TLN, etc.) ○ View full contact and demographic information for an educator (e.g., email) ○ View account details for a person (e.g., username for TNCompass) ● Administration <ul style="list-style-type: none"> ○ View personnel listing ○ Add/edit email, address, and phone data for a person ○ Add unlicensed staff into TNCompass (to non-educator roles) ○ View staff assignments 	<ul style="list-style-type: none"> ● Observation (requires certification) <ul style="list-style-type: none"> ○ Observe teachers ○ Observe leaders ● Licensure view <ul style="list-style-type: none"> ○ View degrees/majors ○ View EPP completion status ○ View PDPs ○ View experience ○ View assessments ○ View attachments/transcripts ○ View transactions ● Work Queue

	<ul style="list-style-type: none"> ○ Add/edit staff assignments for subordinate roles ○ Can delegate assigned permissions to others ● Licensure view <ul style="list-style-type: none"> ○ View holds ○ View licenses ● Data import <ul style="list-style-type: none"> ○ Staff import ○ Growth and achievement selections import ○ Observation import (vendor systems) ○ Evaluation component score import (non-state-based scores) ● Evaluation editing (basic) <ul style="list-style-type: none"> ○ Set PYE status ○ Set measure selections and criteria ○ Set component scores (not based on state data) ○ Add evaluation attachments ○ Add evaluation notes ○ PIN evaluation as administrator ● Evaluation editing (intermediate) <ul style="list-style-type: none"> ○ Change the observer in an observation ○ Reopen a PIN completed observation ○ Delete observation 	<ul style="list-style-type: none"> ○ Approve PDPs ● Evaluation editing (advanced) <ul style="list-style-type: none"> ○ Edit/delete observation note ○ Edit/delete evaluation attachments ○ Edit/delete evaluation notes ○ Administrative edit for evaluation component scores
<p>Licensure Administrator</p>	<ul style="list-style-type: none"> ● Educator view <ul style="list-style-type: none"> ○ Statewide search (by TLN, etc.) ○ View full contact and demographic information for an educator (e.g., email) ○ View account details for a person (e.g., username for TNCompass) ● Administration <ul style="list-style-type: none"> ○ View personnel listing ○ Add/edit email, address, and phone data for a person ○ Add unlicensed staff into TNCompass (to non-educator roles) ○ View staff assignments ○ Add/edit staff assignments for subordinate roles ○ Can delegate assigned permissions to others ● Licensure view <ul style="list-style-type: none"> ○ View holds ○ View licenses ○ View degrees/majors ○ View EPP completion status 	<ul style="list-style-type: none"> ● Data import <ul style="list-style-type: none"> ○ Staff import ○ Growth and achievement selections import ○ Observation import (vendor systems) ○ Evaluation component score import (non-state-based scores) ● Observation (requires certification) <ul style="list-style-type: none"> ○ Observe teachers ○ Observe leaders ● Evaluation editing (basic) <ul style="list-style-type: none"> ○ Set PYE status ○ Set measure selections and criteria ○ Set component scores (not based on state data) ○ Add evaluation attachments ○ Add evaluation notes ○ PIN evaluation as administrator ● Evaluation editing (intermediate) <ul style="list-style-type: none"> ○ Change the observer in an observation ○ Reopen a PIN completed observation

	<ul style="list-style-type: none"> ○ View PDPs ○ View experience ○ View assessments ○ View attachments/transcripts ○ View transactions ● Work Queue <ul style="list-style-type: none"> ○ Approve PDPs 	<ul style="list-style-type: none"> ○ Delete observation ● Evaluation editing (advanced) <ul style="list-style-type: none"> ○ Edit/delete observation notes ○ Edit/delete evaluation attachments ○ Edit/delete evaluation notes ○ Administrative edit for evaluation component scores
<p>Superintendent and Superintendent Designee</p>	<p>In addition to basic permissions for district staff role:</p> <ul style="list-style-type: none"> ● Administration <ul style="list-style-type: none"> ○ View personnel listing ○ Add/edit email, address, and phone data for a person ○ Add unlicensed staff into TNCompass (to non-educator roles) ○ View staff assignments ○ Add/edit staff assignments for subordinate roles ○ Can delegate assigned permissions to others ● Licensure view <ul style="list-style-type: none"> ○ View holds ○ View licenses ○ View degrees/majors ○ View EPP completion status ○ View PDPs ○ View experience ○ View assessments ○ View attachments/transcripts ○ View transactions ● Licensure edit <ul style="list-style-type: none"> ○ Can make PIN recommendations for a license transaction (and view related work queue) ● TASL/CEO <ul style="list-style-type: none"> ○ View TASL information for educator ○ Reopen TASL exemption form ○ Submit TASL attendance ○ Submit TASL exemption request ○ PIN the Problem of Practice form as director ○ View CEO information ○ Submit a CEO credit request ○ Allow CEO credit request submission ○ Show the CEO tab on an educator's profile ● Data import <ul style="list-style-type: none"> ○ Staff import 	<ul style="list-style-type: none"> ● Observation (requires certification) <ul style="list-style-type: none"> ○ Observe teachers ○ Observe leaders

	<ul style="list-style-type: none">○ Growth and achievement selections import○ Observation import (vendor systems)○ Evaluation component score import (non-state-based scores)● Evaluation view<ul style="list-style-type: none">○ View current year evaluations for staff○ View historical evaluations for staff○ Allow view of all observations○ View administrative edit history for evaluations● Evaluation editing (basic)<ul style="list-style-type: none">○ Set PYE status○ Set measure selections and criteria○ Set component scores (not based on state data)○ Add evaluation attachments○ Add evaluation notes○ PIN evaluation as administrator● Evaluation editing (intermediate)<ul style="list-style-type: none">○ Change the observer in an observation○ Reopen a PIN completed observation○ Delete observation● Evaluation editing (advanced)<ul style="list-style-type: none">○ Edit/delete observation note○ Edit/delete evaluation attachments○ Edit/delete evaluation notes○ Administrative edit for evaluation component scores	
--	---	--